



One Community – One Future

2006 GOVERNOR JON S. CORZINE'S CONFERENCE On Housing and Community Development

637 South Clinton Avenue ■ P.O. Box 18550 ■ Trenton, NJ 08650-2085



RE: Vendor's Exhibit Application
Governor Jon S. Corzine's Conference on Housing
and Community Development

Dear Vendor:

On behalf of the Department of Community Affairs and the New Jersey Housing & Mortgage Finance Agency, the New Jersey Affordable Housing Management Association (JAHMA) Foundation invites your firm to reserve exhibit space at *Governor Jon S. Corzine's Conference on Housing and Community Development*. Suppliers of products and services used in the multi-family housing and property management industries should reserve early. The **deadline to reserve space is August 2, 2006**. Meeting the deadline will allow your firm to be represented in the Trade Show listing in the conference program book.

Date: Tuesday, September 26 and Wednesday, September 27, 2006

Location: Atlantic City Convention Center, Atlantic City, New Jersey

Here's why you won't want to miss out on this once-a-year opportunity to make new business contacts, meet with your valued customers and expand your list of potential clients:

- Municipal officials, multi-family housing owners, rental developers, managers and on-site staff are expected to attend this statewide conference.
- HMFA has a rental housing portfolio consisting of over 45,000 apartments within more than 300 developments.

The Trade Show is integral to the Conference. This year, it will be located in Hall B, a more expansive venue for our vendors.

- All meals for Conference participants will be held in Hall A, with easy access through the Trade Show.
- A dessert reception following Tuesday's luncheon will be held in the Trade Show area.
- Conference attendees will be encouraged to use their "free time" to visit the Trade Show.

Trade Show exhibitors are invited to attend the conference luncheon on Tuesday, September 26th to network with the clients at an additional cost of \$50 per person. This year we are pleased to have **Governor Jon S. Corzine** as our keynote speaker. Trade Show exhibitors will be given two free tickets per booth to attend the luncheon on Wednesday, September 27th.

► **Jon S. Corzine**
Governor

► **Susan Bass Levin**
Commissioner
NJ Department of Community Affairs

► **Marge Della Vecchia**
Executive Director
NJ Housing and Mortgage Finance Agency

Exhibit Fees: The Registration Fee is \$600 (per 10' x10') for the two-day conference.

To reserve exhibit space, submit the following:

- HMFA's Application for Space and Exhibitor Agreement
- A check payable to the Governor's Housing Conference

Remit To: New Jersey Housing & Mortgage Finance Agency
Attn: **Tracye Gilliam**
637 South Clinton Avenue
P.O. Box 18550
Trenton, NJ 08650-2085

Electrical Outlets: Electrical Service must be completed on the Application for Space. Please include the fee in your exhibit reservation check. Do not send electrical requirements to the hotel.

A block of rooms has been reserved for September 25th and 26th at the Sheraton Atlantic City Convention Center Hotel. For reservations please call the hotel at 888-627-7212 and mention the "Governor's Conference on Housing and Community Development" to receive the special discounted rate of \$132. Space is limited and the **deadline to receive the discounted rate is August 26th**, so please make your reservations early.

We welcome your participation in the *Governor Jon S. Corzine's Conference on Housing and Community Development*. A confirmation of your exhibit space will be issued upon receipt of your application and payment. If you have any questions, please contact Trade Show Coordinators Joe Burbridge at 609-278-7591 or Tracye Gilliam 609-278-7454. Thank you for your continuing interest and support.

Sincerely,

The JAHMA Foundation



APPLICATION FOR SPACE

The undersigned hereby makes application for space to exhibit equipment, merchandise, or services at the Governor Jon S. Corzine’s Conference & Trade Show on Housing & Community Development to be held at the Atlantic City Convention Center, Atlantic City, NJ on September 26 & September 27, 2006. **The deadline for application is August 2, 2006**, to ensure that your firm will be listed in the conference program book.

Company:
(As you want it to appear on signage)

Address:

City, State, Zip:

Contact Person/Title:

Phone / Fax Number:

Attendees: (Please type or print name and title)

(1)

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(3)

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(10)

	Lunch \$50 Per Day																				
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Tues. 9/26	Wed. 9/27																				
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Please describe the products or services you will be marketing:

Please check boxes

Booth Set-up Dates & Time: To Be Determined			
Booth*	Quantity	Cost	Total Cost
Booth – 10’ x 10’ (Includes 6’ table, skirt, signage & 2 chairs)		\$600.00	
Electrical			
120 Volt Lighting & Utility Outlets			
Up to 1000 Watts		\$ 115.00	
Up to 2001 Watts **		\$ 145.00	
** Cost for electric will increase if not prepaid		Sub-Total	
Tuesday Lunch (9/26/06)		\$ 50.00/ person	
Wednesday Lunch (9/27/06) *first two tickets free		\$ 50.00/ person	
TOTAL AMOUNT ENCLOSED			

Make check payable to Governor’s Housing Conference and return to:
New Jersey Housing & Mortgage Finance Agency
637 South Clinton Avenue • P.O. Box 18550 • Trenton, New Jersey 08650-2085
Attn: Ms. Tracye Gilliam (609) 278-7454

SPACE IS LIMITED – SEND YOUR CHECK IMMEDIATELY TO RESERVE YOUR SPOT
FOR ADDITIONAL BOOTH EQUIPMENT CONTACT TRACYE GILLIAM

For hotel reservations contact: Sheraton Atlantic City Convention Center Hotel (888) 627-7212
Mention the “Governor’s Housing Conference” to receive special discounted room rate of \$132.00.

- ▶ Jon S. Corzine
Governor
- ▶ Susan Bass Levin
Commissioner
NJ Department of Community Affairs
- ▶ Marge Della Vecchia
Executive Director
NJ Housing and Mortgage Finance Agency

GOVERNOR JON S. CORZINE’S CONFERENCE
ON HOUSING & COMMUNITY DEVELOPMENT
AND TRADE SHOW
EXHIBITOR AGREEMENT

1. The New Jersey Housing & Mortgage Finance Agency (referred to as "Sponsor"), for and in consideration of the sum hereinafter mentioned, hereby agree to permit _____ (referred to as "Vendor") as identified further on the attached or previously submitted Application for Space ("Application"), use of _____ ten foot by ten foot exhibit space(s) at the *Governor Jon S. Corzine’s Conference on Housing and Community Development and Trade Show* (scheduled at the Atlantic City Convention Center, Atlantic City, New Jersey on September 26 & 27, 2006).
2. Vendor hereby agrees to pay the rental sum of \$600.00 per each ten-foot by ten-foot exhibit space, plus any additional charges per Section 3(b), such sum to be paid to the Sponsor in advance of **August 2, 2006**. Vendors who do not meet the deadline will not be included in the conference program book Trade Show information.
3. It is stipulated and agreed between the Sponsor and the Vendor as follows:
- a) Each exhibit space made available to the Vendor shall be provided with one six-foot long table (if needed) and two chairs.
 - b) The cost of any damage sustained by the Atlantic City Convention Center or any other party through the fault or negligence of the Vendor, its agents, employees, invitees, independent contractors or other persons under the Vendor's controls shall be the sole responsibility of the Vendor.
 - c) Any garbage accumulating from the Vendor's exhibit space(s) must be removed by the Vendor at the Vendor's sole expense prior to 6:00 p.m.
 - d) Vendor exhibit must set up between **1 p.m. and 6 p.m. on Monday, September 25, 2006**. Dismantling of exhibits may not commence before **1 p.m. on Wednesday, September 27, 2006**.
 - e) Vendor shall vacate the exhibit space(s) by **11:00 p.m. on September 27, 2006**, and leave the same in as good a condition as said exhibit space(s) were when received by the Vendor. Anything left after 11:00 p.m. may be considered abandoned and disposed of accordingly.
 - f) Vendor agrees to abide by the rules and regulations of the Atlantic City Convention Center.
 - g) Vendor understands that space in the exhibit area is limited and may be over subscribed, in which case vendors who have paid and who cannot be accommodated will be notified prior to the Conference. Furthermore, the Sponsor reserves the right to cancel the Conference or change the venue and/or time. Any remittances from Vendors not accommodated will be returned in full, without interest and the Sponsor will be under no further obligations. The Sponsor shall not be responsible for incidental, consequential or other damages.
 - h) The Sponsor, their employees and agents shall not be responsible for loss or damage to any property, or injury to any person of the Vendor, its agents, employees, invitees, licensees or guests.
 - i) Vendor assumes responsibility and liability for all damage, loss and injury to property and persons arising from the movement or operation of Vendor's exhibit, and hereby agrees to indemnify the Sponsor for any loss or liability with regard to the same.
 - j) Liability Insurance on all exhibits is required at the Vendor's own expense.
 - k) Any claims against the Sponsor is governed by and subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq., as well as the provisions of this Agreement.
 - l) This Agreement contains the entire understanding of the parties and supersedes any previous agreement with respect to the subject matter contained, whether written or oral. This Agreement may not be modified by the parties except by written amendment.
 - m) No food or beverages of any kind will be permitted to be brought into the Atlantic City Convention Center by the Vendor, or any of the Vendor's guests or invitees.
 - n) Performance of this agreement is contingent upon the ability of the Sponsor to complete same, and is subject to labor trouble, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions; restrictions upon travel, transportation, food, beverages or supplies; and other causes, whether enumerated herein or not, which are beyond the control of the Atlantic City Convention Center. In no event shall the Sponsor be liable for the loss of profit or other similar or dissimilar collateral or consequential damages, whether based on breach of contract, warranty or otherwise.

In witness whereof:

(Vendor Company) By: _____ Date: _____
(Vendor Signature)

(NJ HMFA) By: _____ Date: _____
(NJ HMFA Signature)

Note: An executed copy of the contract will be returned to the Vendor and will serve as confirmation of reservation.